

EFFECTIVE

February 1, 2019.

Subject(s)

Several Contract Policy Manual (CPM) sections have been revised. Revisions specific to each section are provided below. Throughout the sections, the following revisions are common:

- Office of Contracts and Purchasing, OCP, Bureau of Purchasing, and BOP were replaced by Bureau of Grants and Purchasing or BGP.
- SIGMA terminology was incorporated (e.g., replacing agreement request form with RQN, replacing DHS-138-CPS with CSRQ, or replacing Buy4Michigan with SIGMA).

The following CPM sections have been revised:**CPM 100**

Links to the BGP website in the introduction and Forms section were fixed.

CPM 101

Only the common revisions described above.

CPM 102

The link to the CS 138 Requests website in the introduction was fixed and renamed to Personal Services Review website.

An amendment to a personal services request cannot be used to both increase the amount and increase the time period by one year or more.

In the Services Outside Civil Service Jurisdiction section, the link to the MCSC website was fixed.

CPM 107

The exceptions to competitive bidding were removed from the introduction. The Bureau of Grants and Purchasing complies with the Department of Technology, Management and Budget's Michigan Procurement Policy Manual. All exceptions to competitive bidding can be found there.

CPM 109

Only the common revisions described above.

CPM 202

The BGP analyst/buyer now forwards contracts to the MDHHS authorized signatory.

CPM 204

Only the common revisions described above.

CPM 205

The DTMB website link in the introduction was fixed, and correct names were provided for the three forms listed below that link.

The threshold amounts for State Administrative Board approval were corrected.

CPM 209

Medical supplies and medicines prescribed by an attending physician were removed from the examples of allowable uses of specific assistance funds.

CPM 300

The BGP analyst/buyer now forwards amendments to the MDHHS authorized signatory.

CPM 301

Only the common revisions described above.

CPM 302

Only the common revisions described above.

CPM 305

The termination letter process was deleted. The instructions needed by a contract administrator to begin the termination process are on the CM-0005, Agreement Termination Request.

CPM 500

Only the common revisions described above.

The following CPM Sections have been deleted:

CPM 201

Reason: Policy update.

Communication Plan: Publication announcement on Inside MDHHS.

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Changed Items ...

[CPM 100](#)
[CPM 101](#)
[CPM 102](#)
[CPM 107](#)
[CPM 109](#)
[CPM 202](#)
[CPM 204](#)
[CPM 205](#)
[CPM 209](#)
[CPM 300](#)
[CPM 301](#)
[CPM 302](#)
[CPM 305](#)
[CPM 500](#)

Deleted Items ...

CPM 201